

# SSPR – Password Reset HOW TO GUIDE



Resetting your Password in the Goddard Systems environment. Use the password reset URL which is usable from any web browser, in the address bar key in [Passwordreset.Goddardschool.com](https://Passwordreset.Goddardschool.com). This will take you to the following web page.

Select the Password Reset Link.

Reminder you must be registered to use this feature.

To Register use the Registration Link on the web page [Passwordreset.Goddardschool.com](https://Passwordreset.Goddardschool.com) or use this link, [Registration](#).

A cell phone number and an alternative email address, (not your Goddardsystems email address), is required.



## Self service Password Reset - SSPR

The following links will enable you to reset, or change your password without having to contact Goddard Systems IT Department.

- [Registration](#)
  - [Registration Reference Guide](#)
- [Password Reset](#)
  - [Password Reset Guide - GSI](#)



# Microsoft

## Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

Next

Cancel

# Microsoft

## Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

- Email my alternate email
- Text my mobile phone
- Call my mobile phone
- Call my office phone

You will receive an email containing a verification code at your alternate email address ( xxx@Goddardsystems.com )

Email

Cancel

# Get back into your account

verification step 1 ✓ > **verification step 2** > choose a new password

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Please choose the second contact method we should use for verification:

- Text my mobile phone
- Call my mobile phone
- Call my office phone

In order to protect your account, we need you to enter your complete mobile phone number (\*\*\*\*\*09) below. You will then receive a text message with a verification code which can be used to reset your password.

# Get back into your account

verification step 1 ✓ > **verification step 2** > choose a new password

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Please choose the second contact method we should use for verification:

- Text my mobile phone
- Call my mobile phone
- Call my office phone

We've sent you a text message containing a verification code to your phone.

[Try again](#)[Contact your administrator](#)

[Cancel](#)

# Get back into your account

verification step 1 ✓ > verification step 2 ✓ > **choose a new password**

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\* Enter new password:

\* Confirm new password:

Finish

Cancel

Your Password will be synched with the systems within the Goddard Systems domain. Allow a few minutes before trying to log in. A message will be sent to confirm you have successfully changed your password.